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EO/S 68-2453

13 MAY 1968

Executive Registry

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT   : Staffing and Grade Pattern of U.S. Intelligence Board
                    Secretariat

1. This memorandum submits recommendations for your approval; these recommendations are contained in paragraph 8.

2. A detailed review has been made of the U.S. Intelligence Board (USIB) Secretariat to evaluate the staffing pattern and position grades. The results of this review are described in detail in the attached report.

3. The review indicated that the Secretariat staff is composed of three primary segments: (1) the Office of the Executive Secretary, (2) a group concerned primarily with support for the U.S. Intelligence Board and (3) a group concerned primarily with support for the SIGINT Committee and the U.S. Communications Security Board.

4. Meetings of the U.S. Intelligence Board are attended by the four professional members of the Secretariat. These are:

Executive Secretary -   GS-18   25X1
Deputy Executive Secretary -   (DIA member)
Asst. Exec. Secretary -   (NSA-SIGINT member)
                          (Replacement
Asst. Exec. Secretary -   (CIA member) GS-14

While all these members participate in taking notes and in developing minutes of meetings, this portion of their work occupies a relatively small part of total staff time. Each member has primary responsibility for various support activities for USIB and its committees.   is primar- 25X1
ly responsible for activity relating to USIB itself.   serve 25X1
as Deputy Executive Secretary and is also responsible for activities relating to the Committee on Imagery Requirements and Exploitation (COMIREX), the Critical Collection Problems Committee (CCPC), and the Guided Missile and Astronautics Intelligence Committee (GMAIC). In addition he represents the Defense Intelligence Agency interest in the USIB Secretariat.   25X1
25X1   is primarily responsible for activities relating to the SIGINT Committee and the USCSB, and represents the National Security Agency interest in the Secretariat.   is primarily responsible for   25X1
activities relating to the remaining committees (a total of ten) and for representing the CIA interest in the Secretariat. The work of the members of the Secretariat is fairly extensive, involving continuous review of proposals, coordination and review.

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5. The clerical staff of the Secretariat is divided into two groups. The first consists of [____] employees who provide support for USIB activities, and secretarial assistance to the Executive Secretary and Deputy Executive Secretary. The second group, consisting of [____] employees, provides support relating to the activities of the SIGINT Committee, and the USCSB and carries out reproduction and distribution functions for the entire Intelligence Community. This latter group processes some 96,000 separate intelligence documents annually.

25X1

6. The workload of the Secretariat indicates that the professional members and the clerical staff are fully occupied. Substantial overtime amounting to 200-300 hours per quarter for clerical employees has been required to process all the papers and documents. It appears that the total staff is barely sufficient to handle the workload.

7. With respect to position levels review indicated the following:

   a. The position of Executive Secretary was established at GS-18 when brought over from the National Security Council Secretariat. An evaluation of current responsibilities in comparison to other supergrade positions in the Agency and elsewhere indicates that GS-16 is appropriate.

   b. The Deputy Executive Secretary position is considered to be properly a GS-15. This level corresponds with the military rank of Colonel customarily assigned. As a DIA function this position is not carried on the Staffing Complement.

   c. The appropriate level for the Assistant Executive Secretary (NSA-SIGINT) is considered to be GS-14. This level corresponds with the military rank of Lieutenant Colonel customarily assigned. As an NSA function this position is not carried on the Staffing Complement.

   d. The Assistant Executive Secretary (CIA representative) is considered to be appropriately a GS-15 in view of the responsibility for serving as the principal Agency representative. The responsibility for support of the activities of the major portion of the committees adds to the scope of the position.

8. Therefore I recommend the following:

   a. The retention of the Executive Secretary position at GS-18 during present incumbency, with reduction to GS-16 upon the retirement of the present Executive Secretary.

   b. The reduction of the position of Secretary to the Executive Secretary from GS-08 to GS-07 at the time of the Executive Secretary's retirement or at such time as the incumbent leaves the position, whichever is later.

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c. The retention of the other positions at the present grades.

d. The maintenance of the present total staff.

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' Robert S. Wattles
Director of Personnel

Atts

The recommendations contained in paragraph 8 are approved, except as
indicated below.

'/s/. L. K. White   2 8 MAY 1968

L. K. White   Date
Executive Director-Comptroller

APPROVAL NOTE:

Distribution
 0 - Return to D/Pers
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Paragraphs 8. a. and b. - The positions of
Executive Secretary and secretary to the Execu-
tive Secretary will be re-evaluated when the
present Executive Secretary retires or for any
other reason vacates this position.

Paragraph 8. d. - The Executive Secretary
is requested to devise ways and means by which
the Secretariat can be reduced from [   ]   25X1
(including the DIA and NSA members) t[   ]   25X1
by 30 June 1969 and will make recommendations
to the Executive Director-Comptroller as to how
this is to be done.

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LKW